

CITY OF MILWAUKIE

CLASSIFICATION: LEAD UTILITY TECHNICIAN

Department: Public Works
Location: Johnson Creek Blvd

Grade Number: 60
Union: AFSCME

FLSA: Non-Exempt
EEO Category: 7 – Skilled Craft

DESCRIPTION:

Performs the most complex installation, maintenance, and repair activities for City water, storm water, waste water, or street. Uses computer and data base systems. Operates a variety of light and heavy equipment to accomplish duties. This position is distinguished from the Utility Technician II classification by lead worker responsibility and complexity of assignments. Responds to emergency situations. Responds to inquiries from the public. The Lead Utility Technician is a working crew leader for at least two other crew members and oversees jobs related to operations. The Lead Utility Technician is responsible for job management, job safety and efficiency.

DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

ESSENTIAL DUTIES AND RESPONSIBILITIES: Any one position may not include all of the duties listed depending upon the area assigned (streets, storm water, waste water, or water).

1. Works with and provides lead direction to assigned Public Works personnel; plans and directs work assignments.
2. Provides training in City software, equipment operation, heavy equipment signoff, work and safety procedures. Assures that work is performed according to established safety practices and procedures.
3. Creates standard operating procedures for assigned division.
4. Uses a variety of hand and power-operated tools and equipment such as shovels, picks, hand and small riding mowers, power hacksaw, drills, jackhammer, welders, compressor, portable concrete saws and weed whackers.
5. Operates all departmental heavy equipment as directed including backhoe, loader, dump truck, paver, roller, tractor, combination truck, T.V. van and sweepers.
6. Uses a variety of computer system software and equipment.
7. Responds to emergency situations and complaints regarding water leaks, pressure loss or no water, wastewater back-ups, flooding and storm issues and street conditions.; evaluates and documents non-risk situations and determines if liability lies with the City or property owners; explains findings to property owners and notifies appropriate utility crew.
8. Responds to public inquiries and service requests in a courteous and timely manner; evaluates citizen complaints by on-site inspection; may assign and dispatch crews to solve problems; provides information within scope of knowledge or refers to other City staff; may follow through with written reports.
9. Installs and/or repairs water mains, waste water and storm water lines, lift stations, well and pumping equipment, drywells, manholes and catch basins. Locates leaks. Installs pipe, accomplishes hookups; tests installation in accordance with established procedures, and back fills excavation in related division.
10. Inspects sewer lines, cross connections and manholes through remote cameras, tests and monitors mains and laterals to confirm connections, breaks or flow direction. Installs or repairs waste water lines and laterals; water line and storm line backfills; landscapes, and repaves as needed. Operates high velocity jet flusher or Vactor to clean, flush, and restore sewer lines and combination sewer cleaner to clean and flush catch basins and sumps in related division.
11. Inspects and oversees the repair of chlorine equipment, booster pump station, backflow assemblies, reservoirs, meters, streets, stormwater systems, sewer lift stations, water and sewer main line systems at frequent intervals to ensure all aspects of the system are functioning properly.
12. Conducts regular survey of streets, noting problem areas, potholes, cracks and sign damage. Performs street maintenance and repair, including hot paving cold patching and crack sealing.
13. Works with Engineering to provide assessment of infrastructure condition prior to the expiration of project

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warranty work; provides review comments to engineering plans and standards.

14. Verifies infrastructure mapping and notifies proper person to update maps.
15. Acquires bids for equipment and projects from vendors.
16. Maintains right-of-way.
17. Installs water meters and meter replacements. Reads water meters. Installs, repairs, and services fire hydrants.
18. Locates water, sewer and storm lines for other utilities.
19. Prepares and maintains electronic work orders and records of daily work activity including time, materials, and equipment utilized through the City Works program.
20. Provides input to the budgeting and employee performance review process.
21. Participates in the City wide EOC emergency response program and may be assigned specific duties; participates in the Public Works emergency operations as required.
22. Oversees the safety of assigned workers by ensuring instruction of individuals in proper safety procedures and monitoring work in progress in the field.
23. Acts in the capacity of the Public Works Supervisor in that person's absence, as directed by the Public Works Director.
24. Maintains positive public relations with co-workers, and customers and is responsive to customer needs.
25. Develops safe work habits and contributes to the safety of self, co-workers and the general public.
26. Performs other related duties as required.

JOB SPECIFICATIONS:

(Job preparation and prior work experience requirements are minimum standards. Other equivalent combinations of education, training and experience will be considered.)

1. **Job Preparation:**
 - a) **Education:**
 - i) High school degree, GED; or
 - ii) Any equivalent combination of education and experience.
2. **Prior Experience:**
 - a) **Work Experience:**
 - i) Four (4) years prior work experience equivalent to Utility Technician II in either water, storm/sewer, road maintenance or general public works operations; or
 - ii) Any equivalent combination of education and experience.
 - b) **Necessary Knowledge, Skills and Abilities:**
 - i) Knowledge of maintenance construction and repair methods and procedures used in assigned area.
 - ii) Knowledge of state regulations and requirements from OSHA and/or DEQ.
 - iii) knowledge of City equipment and software such as City Works and Granite, Excel, Word and internet based systems, GIS software and SCADA programs.
 - iv) Knowledge of safety practices and procedures applicable to area of assignment.
 - v) Knowledge of safe and effective operating practices of light and heavy equipment used in assigned area.
 - vi) Knowledge of traffic systems, signs, and signals, techniques of flagging and traffic control.
 - vii) Ability to operate, maintain and train others on various equipment used in utility maintenance such as backhoe, dump trucks and Vactor.
 - viii) Ability to make sound decisions.
 - ix) ability to create and implement preventative maintenance programs.
 - x) Ability to perform heavy manual work under confined and uncomfortable conditions.
 - xi) Ability to determine appropriate resources needed for a project and to direct the work of

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others.

- xii) Ability to interpret construction plans.
- xiii) Knowledge of pumps and pumping systems, sewer lift stations and water treatment and distribution systems.
- xiv) Ability to establish and maintain effective working relationships.
- xv) Ability to work as a team member.
- xvi) Ability to perform the essential functions of the job.

3. Special Requirements:

- a) Must possess, or be able to obtain by time of hire, a valid Oregon or Washington State Driver' License; and must possess a CDL endorsement at Class A level and a Tanker endorsement.
- b) Must have OSHA Confined Space and Competent Person Certification, and Traffic control certification.
- c) For positions in the sewer division must have the Wastewater Collections III Certification within one year of appointment.
- d) For positions in storm water personnel must have and maintain NASSCO and CESCL certification.
- e) For positions in the water division must have Water Distribution III Certification within one year of appointment.
- f) For positions in the street division must have Roads Scholar level II within one year of appointment.

4. Tools and Equipment Used:

- a) May use but is not limited to any of the following depending upon respective field of operations: dump truck, backhoe, sanders, rakes, service trucks, loader, jack hammer, sweeper, Vactor or VacCon truck, street sander, roller, paving equipment, sewer equipment, GPS equipment air compressor and variety of other hand and power tools.
- b) Computer and printer, fax machine and copy machines; Computer software including Granite, City Works, GIS mapping, MS based word-processing, spreadsheet, and data base, cell phones and 2-way radios.

5. Supervision:

- a) This is not a supervisory position. Provides lead worker direction to others in assigning tasks, overseeing work and managing jobs. May oversee contractor installations and repairs.
- b) Works under the direction of the Public Works Supervisor.

6. Communications:

- a) Has frequent communication with staff.
- b) Communication is generally routine in problem solving, coordinating with crew, supervisor, and other departments, and answering citizen comments and requests. Occasionally some degree of complexity.

7. Cognitive Functions:

- a) Work is performed with moderate level of independence within well-defined policies and procedures yielding some latitude.
- b) Problems encountered are of moderate difficulty with precedent often available.
- c) Complexity encountered in safety issues working near other utilities; nature of GPS equipment; complexity of waste water pump stations and force mains which are monitored using telemetry system.

8. Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- a) Work is performed outdoors in all weather conditions.
- b) Able to lift up to 50 pounds.
- c) Strenuous physical exertion may be required.

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- d) Hazards include work on and around heavy construction equipment, on public roads in traffic, in utility trenches, and confined spaces, exposure to raw sewage, toxic elements, and other hazardous chemicals. (Safety equipment is provided.)
- e) Persons in this classification may be called out in emergency situations at all hours.

9. **Resource Accountability:**

- a) Accountable for safe operation of heavy equipment.
- b) Has impact on supplies and materials inventory.

The job classification description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: 11/20/90
Revised: 03/01/02
Revised: 11/30/04
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